

Employee and Contractor Screening Attachment - Short Term Process

Providers are to report the results of each month's screening to DIDD no later than the 15th of that month. The results are to be reported using the attached spreadsheet and are to be submitted as follows. Questions regarding this process or the spreadsheet itself can also be directed to the Regional contacts noted below.

West Region Providers:

Monda Qualls email: monda.qualls@tn.gov contact #: 731-421-5175

Middle Region Providers:

Crissonya Phillips email: crissonya.phillips@tn.gov contact #: 615-231-5092

East Region Providers:

Janet Kinley email: janet.kinley@tn.gov contact #: 423-787-6495

The spreadsheet must be submitted by every provider every month regardless if there are verified exclusions or not. Each month the provider will merely add to the spreadsheet from the previous month and submit an updated copy.

The first tab called Exclusion Details is a record of each month's completed screening. If there are no matches for the month, then the report is ready to submit once the "No Match" cell is completed. When there are verified exclusions or reinstatements, then the report cannot be submitted until the corresponding cells are completed. Please see the Example tab for examples.

This spreadsheet will be explained and demonstrated during the upcoming Webinars on Wednesday and Thursday, 5/7-5/8. Please see Open Line on Friday, 5/2 for information and times on these webinars.

Spreadsheet Notes:

1. As this spreadsheet will contain personal information, it has been created in a password protected format. That password will be sent with the more robust instructions and given during the webinars. Please do not change the password when you save the file and send it back to DIDD.
2. This sheet contains a tab called Examples. These are provided for your information.
3. Do not erase the previous month's data each month. Add each month's data to the growing list.
4. This template is supplied in Excel 97-2003 format.
5. Further instruction will be demonstrated at the Webinar and sent via email.